

# DELTA REGIONAL AUTHORITY 2004 FEDERAL GRANT PROGRAM

## DRA Uniform Grant Pre-Application Form

**PLEASE REFER TO CLARIFICATION NOTES BEFORE COMPLETING THIS PRE-APPLICATION**

<b>[1.] Applicant Information:</b>  Applicant: _____  Chief Elected Official: _____  Street/PO Box: _____  City/State/Zip: _____  Telephone: _____  Fax Number: _____  Email Address: _____  County: _____  Official's Signature: _____	<b>[2.] Application Preparer:</b>  Name: _____  Agency: _____  Street/P.O. Box: _____  City/State/Zip: _____  Telephone: _____  Fax Number: _____  Email Address: _____  Project's Congressional District: _____
<b>[3.] DRA Goal/Objective:</b>  _____ Committed Economic Development Project  _____ Job Retention Project  _____ Community Development Project  _____ Project included in a "Recruiting Process"	<b>[4.] Project Focus (check all that apply):</b>  _____ Transportation Infrastructure _____ Basic Public Infrastructure _____ Workforce Development _____ Business Development _____ "Distressed County" (see <a href="http://www.dra.gov">www.dra.gov</a> -- as defined in "Attachment A.1" -- DRA 2004 Federal Grant Program).
<b>[5.] Funding Sources for the Project:</b>  DRA Funds Requested: \$ _____  Applicant Funds: Cash: \$ _____ In-kind: \$ _____  CDBG Funds: \$ _____  ARC Funds: \$ _____  Other Federal Funds: _____ \$ _____ _____ \$ _____  Other Funds: _____ \$ _____  <b>Total Project Costs</b> \$ _____  Has a budget prepared with professional estimates of cost been used to determine total project costs? Yes ___ No ___  Has a grant administrative cost been included on the 424 Form?  Yes ___ No ___	<b>[6.] Job Creation (Full-Time Equivalency) Impact of DRA Project:</b>  Existing Jobs: _____ FTE  New Jobs to be Created: _____ FTE  <b>Total Jobs:</b> _____ FTE  <b>[7.] Business/Industry Information:</b>  Company Name: _____  Contact Person: _____  Title: _____  Street/P.O. Box: _____  City/State/Zip: _____  Telephone: _____  Fax: _____

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**[8.] Project Description:** Please provide a brief description of the proposed project, along with quantitative and qualitative outcomes of the project activities. You can use one additional page, if necessary.

**[9.]** If the project is presumed to be “on-going”, please detail the project’s ability to sustain itself WITHOUT future DRA funding.

**[10.] Project Administration:** Please name the entity you anticipate administering your grant, should it be deemed eligible by the Federal Co-Chairman, evaluated and certified by your State, and approved by the DRA Board.

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**PLEASE RETURN THE ORIGINAL and TWO COPIES OF THE DRA UNIFORM PRE-APPLICATION  
and LIKEWISE THE ORIGINAL and TWO COPIES of the APPROPRIATE FEDERAL STANDARD FORMS 424 TO:**

**Your Local Development District**  
**See Local Development District list for contact information @ [www.dra.gov](http://www.dra.gov)**

## DRA 2004 FEDERAL GRANT PROGRAM ELIGIBILITY CLARIFICATION NOTES

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1. Applicants must demonstrate through a sound, comprehensive business plan based on hard data, proven methodology and reasonable forecasts acceptable to the DRA that the applicant is capable of maintaining the project after DRA funding to assure the sustainability of the project and achievement of the level of service outlined in the project description.

A project will NOT be deemed sustainable if it is dependent on future grants to meet its normal operating expenses.

Sustainability, by definition, includes all costs associated with management, operation and maintenance necessary to maintain an acceptable level of service.

2. Eligible entities may NOT be conduits for private-sector entities. The DRA 2004 federal grant program is ONLY available to participating member states, public and non-profit entities.
3. Basic Public and Transportation Infrastructure: to be deemed eligible, projects shall demonstrate job-creation or job-retention impact or demonstrate that a reasonable expectation of an impending sanction exists.
4. Workforce and Business Development: to be deemed eligible, projects shall demonstrate job-creation or job-retention.
5. “Workforce Development” means: job training or employment-related education for a specific employer to fill immediate job openings or retain current jobs, which are documented as such that specific employer.
6. Delivery of such training shall be through the use of existing public educational facilities (EPEFs) located in the Region. However, if, the pre-applicant demonstrates (1) sufficient documentation demonstrating an EPEF’s inability (as examples, insufficient capacity, curriculum, and/or accessibility) to satisfy the defined need, and the pre-applicant (2) demonstrates a compelling need to use a non-EPEF for such training, then the Federal Co-Chairman can waive this requirement and deem a project eligible.
7. Business Development – For eligibility purposes, this category refers to those areas of business development which include entrepreneurship, the creation of new businesses or the retention or expansion of existing businesses in the local communities.
8. Local, state and/or federal road, highway and/or bridge maintenance projects will NOT be eligible for DRA funding. However, projects involving development of access roads for industrial parks or economic development project sites (as examples) would be deemed eligible, if such are considered to be “basic public infrastructure”.
9. Other than for “Workforce Training” projects as described above, normal operating costs (including but not limited to, salaries, vehicles, equipment and maintenance) will NOT be deemed eligible.
10. Government-facility construction and/or improvements (including but not limited to, local/state government offices, libraries, fire stations, multi-purpose buildings and public education buildings/schools) will NOT be eligible.
11. “Indirect Cost Allocations” are eligible but will be carefully assessed for reasonableness.
12. “Isolated Areas of Distress” means: Areas of distress identifiable by census track (distressed county criteria) within a non-distressed county.
13. DRA 2004 federal grant funds will NOT be used for projects deemed to be “Speculative”, “Maintenance” or “Deferred Maintenance”.
14. Typically, “On-going Operating Costs”, will NOT be deemed eligible. However, for such costs to be considered, the project MUST be documented as a “Workforce Development” project.
15. NO financial assistance will be authorized to assist any relocation from one area (of the region) to another, except as authorized, to attract businesses from outside the DRA region to the DRA region.
16. DRA 2004 federal grant funds CAN NOT be used to “supplant” existing funding streams.

17. DRA funds can be used as the “first-dollar in” to attract additional funds, if needed. However, if this project will require other funds to work, please document or describe the source(s) of those additional funds.
18. Allow expansion of existing business incubators and industrial parks; only allow funding start-up facilities if a committed economic development project or committed business incubator tenants.
19. All programs and activities will be carried out in compliance with Title VI of the Civil Rights Act of 1964, and other federal laws prohibiting discrimination, and in such a manner that no person shall, on the grounds of race, color, national origin, religion, sex, age or disability be excluded from participation in, be denied the benefits of, or be subject to discrimination with respect to any such programs or activities.